

**From:** [Coltrain, Katrina](#)  
**To:** [Appaji, Sairam](#); [Brooks, Janet](#); [Canellas, Bart](#); [Hebert, Michael](#); [Lennox, Ursula](#); [Leos, Valmichael](#); [Lockett, Casey](#); [Mueller, Brian](#); [Purcell, Mark](#); [Sanchez, Petra](#); [Stankosky, Laura](#); [Suell, Sandy](#); [Torres, Michael](#)  
**Subject:** FW: Special Accounts info and updates  
**Date:** Wednesday, January 28, 2015 2:51:51 PM  
**Attachments:** [SAExercise\\_Region6Submitted\\_20141029.xls](#)  
[SEMS\\_SpecialAccount\\_UserGuide\\_2014.pdf](#)

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Yet another bit of information that may or may not make the special account screens easier to understand and revise.

Remember when we had to update the excel chart for HQ? Well, if you used the chart instead of SEMS, you can use this chart to update the screens in SEMS because it should show what you had planned and where you had planned your money. Also, the guide gives you details on the screens.

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**From:** Christian, Doretha  
**Sent:** Wednesday, January 28, 2015 2:43 PM  
**To:** Coltrain, Katrina  
**Subject:** Special Accounts info and updates

Katrina,

Attached is the User Guide and spreadsheet. The spreadsheet contains planned data and updates submitted by staff as of the end of October that was done for HQ work planning. Because staff had the option of entering data on the spreadsheet or in SEMS, look at the 1<sup>st</sup> column to determine which was used for each site. Let me know if you have any questions.

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